



## DEPARTMENT OF MENTAL HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF MENTAL HEALTH	<b>RELEASE DATE:</b>	Thursday, May 14, 2009
<b>POSITION TITLE:</b>	Chief, Sex Offender Commitment Program	<b>FINAL FILING DATE:</b>	Friday, May 29, 2009
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	05142009_1

### POSITION DESCRIPTION

The Chief, Sex Offender Commitment Program (SOCP), under the general direction of the Deputy Director, Long Term Care Services, is responsible for the management of the Sexually Violent Predator (SVP) Program. The primary responsibilities include developing and implementing SVP Program policies, procedures and protocols; budgetary analysis and development; coordinating evaluation, inpatient and outpatient services, quality assurance, and staff training; providing assessment and clinical evaluation of SVP and potential SVP patients; data collection and coordination of information to and from the State hospitals; providing information to the public, Governor's Office, State and local law enforcement agencies and other jurisdictions; and legislative analysis and recommending necessary legislative and program changes.

The Chief of SOCP also provides liaison to and collaborates on solutions of mutual concern with the officers of the Superior Courts, Department of Corrections and Rehabilitation, its Parole Division, and the Board of Parole Hearings.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity

exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Knowledge of professional mental health licensing regulations and forensic mental health services.
2. Knowledge of principles and practices of program budget development and oversight.
3. Willingness to learn and adapt to new procedures.
4. Ability to function as a member of the management team.
5. Demonstrated administrative ability to function effectively as a manager over a highly sensitive program.
6. Demonstrated ability to work in collaboration with other government agencies and departments to facilitate efficient, effective development and implementation of procedures to insure compliance with legal mandates.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Chief, Sex Offender Commitment Program, with the DEPARTMENT OF MENTAL HEALTH. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above and screening criteria outlined below, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

### **FILING INSTRUCTIONS**

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

**DEPARTMENT OF MENTAL HEALTH, Human Resources  
1600 - 9th Street, Room# 121, Sacramento, CA 95814**

**Shuet Tang | (916) 654-2604 | [shuet.tang@dmh.ca.gov](mailto:shuet.tang@dmh.ca.gov)**

## **ADDITIONAL INFORMATION**

### **SCREENING CRITERIA:**

**The Statement of Qualifications must indicate your total years of experience (and official or civil service classification – not your working title) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the evaluation are:**

- **Education – Level and specialized training received.**
- **Depth and breadth of experience working with mental health and/or other services.**
- **Managerial experience with a level of responsibility not less than a Staff Services Manager I.**
- **Depth and breadth of experience making presentations; representing and speaking for an organization; presenting to executives, legislative members and staff, the media, general public, and industry groups.**
- **Depth and breadth of experience planning, developing, and managing a complex and sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules, and policies.**
- **Depth and breadth of experience in strategic planning, developing and implementing policies, and measuring accountability.**

## **SPECIAL TESTING**

**If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.**

## **GENERAL INFORMATION**

**If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.**

**The DEPARTMENT OF MENTAL HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.**

**General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.**

**Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>**